

APR 8 1955

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : Paperwork Management Program

1. There is attached a copy of my letter to the Director, Bureau of the Budget, telling him of the application to this Agency of the Hoover Commission's recommendations on paperwork management.

2. The Hoover Commission Report emphasizes the tremendous savings which are possible by moving inactive records from active office space to less expensive records center facilities. A review of the volume of inactive records in the Agency Records Center indicates that only 1.8 percent of the 18,000 cubic feet are from the DD/P area. This seems to indicate the retention of a large volume of inactive records in active office space rather than in the Agency Records Center.

3. As you doubtless realize, the benefits from a good records disposition program are savings in expensive safe equipment, savings in personnel dollars, and savings in square feet of active city office space as opposed to removed inexpensive storage space in our newly established Records Center. Because of this Agency's particular security requirements the investment in safe equipment is always a source of concern. Today, we estimate this investment at Headquarters alone at about two million dollars.

4. Records disposition is only one of the ways in which we can improve our paperwork management program. Equally important are proper controls over records creation and records maintenance through active forms, reports and correspondence programs, and uniform filing systems and procedures. These programs will provide a well integrated system for carrying out good management practices.

5. The basic principles and objectives cited by the Hoover Commission are as applicable to us as to any other agency. The Agency has made insufficient progress in this area and there is no reason why we cannot improve our position by actively applying the suggestions made by experts in this field.

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6. The facilities of the Management Staff continue to be available to assist you at any time in carrying forward your program of paperwork management. Please advise me of the best way we can assist you to more effectively implement the programs we have developed.

SIGNED

L. K. WHITE
Deputy Director
(Support)

Attachment

SA-DD/S:RBS:mrp (6 Apr 55)

Distribution:

Orig & 1 cc to addressee

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